

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR LEAD MECHANIC		Date: 03/28/05
Position Level: 10	FLSA Status: Non-Exempt	Class Code: 10-27

GENERAL DESCRIPTION

Primary function is to assist the Fleet Management Director in all aspects related to repair and maintenance of Monroe County Fleet vehicles, equipment and emergency generators.

KEY RESPONSIBILITIES

1. *Frequently travels to all garages and/or work areas, provides leadership, support and assistance.
2. Performs documented inspection of vehicles and equipment.
3. Troubleshoot and make diagnosis on all type vehicles and equipment.
4. *Assists with all repair types: tires, brakes, front end, engine, transmission, electrical, fuel, welding, fabrication, painting, etc.
5. Performs road calls for on site inspection and/or repairs.
6. Order parts, supplies and create work orders.
7. Completes paperwork. Use of Fleet computer programs.
8. Assists with department safety programs, in house training, facility inspections and compliance.
9. Comply and enforce all County, State and Federal programs, rules, policies and procedures.
10. Operates and drives the County's diesel fuel tanker truck. Fuels the County's emergency power generators and diesel powered equipment.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS

<i>Education:</i>	Vocational or other technical school, certification, training or apprenticeship required beyond high school.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Within one year of employment, employee must obtain a valid Commercial Driver's License Class "A" w/all mandated endorsements in order to legally drive and operate the fuel tanker truck. The County will assist with training and testing necessary in order to obtain the appropriate class of driver's license. Must supply and maintain a reasonable amount of own hand tools, the county is responsible for supplying special equipment and special tools only. THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARMTENT OF TRANSPORTATION DRUG TESTING PRGORAM WHICH INVOLVES RANDOM DRUG TESTING.

APPROVALS

<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____

Signature: _____

Date: _____